U.S. Department of the Interior
OFFICE OF INSULAR AFFAIRS

CORAL REEF INITIATIVE PROGRAM (CRI)
Catalog of Federal Domestic Assistance (CFDA) Number: 15.875

FISCAL YEAR 2015 APPLICATION INSTRUCTIONS

I. Program Description

The Office of Insular Affairs (OIA) is requesting proposals for its Coral Reef Initiative (CRI) Program which provides grant funding for management and protection of coral reefs in the insular areas. Highest priority will be given to proposals that support local and regional priorities for protection and sustainable use of coral reefs. Priorities for each insular area are identified in each jurisdiction's Local Action Strategy and by the U.S. Coral Reef Task Force which may be accessed through the U.S. Coral Reef Task (www.coralreef.gov).

II. Award Information

The period of performance for the majority of projects funded under this program is 12 to 36 months. Project proposals must be designed accordingly. Past and present recipients of awards under this program are eligible but must submit new proposals to compete for funding each year unless multi-year funding has been awarded.

III. Eligible Applicants

Applications for 2015 funding are encouraged and will be considered from insular government entities, educational institutions, or non-profit organizations whose grant proposal directly benefits coral reef habitats in the four U.S. territories or three freely associated states, in accordance with 2 CFR 200.

IV. Application Information

Submission Deadline: The submission deadline is June 1, 2015.

Decision Timeframe: Decisions on funding of project proposals will be made by the end of the fiscal year (September 30, 2015).

Application Preparation: Applications should be prepared and submitted by the grant recipient. Applications prepared and submitted by a third party, such as an existing or potential contractor who may benefit from the grant, are not eligible. Grant recipients must follow the applicable procurement procedures contained in 2 CFR 200 when procuring services and goods under OIA grants. Please note that OIA must ensure that funded projects are in compliance with the National Environmental Policy Act and other applicable environmental laws and regulations. Therefore, please factor the cost of compliance into the formulation of your request.

Application Format: OIA does not require a standard format; however, your proposal should include all of the following elements in order to receive full consideration:

A. **Signed and Dated Cover Letter:** The cover letter should briefly summarize the application and be signed by an Authorized Representative of the applicant organization. Cover letters should be addressed to the Acting Assistant Secretary for Insular Areas:

   The Honorable Esther Kia'aina
   Assistant Secretary of the Interior for Insular Areas
   U.S. Department of the Interior
   1849 C Street, N.W.
   Mail-Stop 2429
   Washington, D.C. 20240

B. **Project Narrative:** The project narrative must include the following elements:

   1. Detailed Project Description(s): Describe the project(s) being proposed in detail.

   2. Detailed Project Budget(s): Provide detailed budget information for the proposed project(s) and activities. A budget breakout chart, by category, is suggested. Please make sure to explain categories that are not self-explanatory, such as "OTHER", in full. Please note that all activities and costs to be charged to the grant must be in full compliance with the applicable cost principles:

Entity incurring costs	Applicable directive
State, local, or Federally recognized Indian Tribe	2 CFR 200 Subpart E - Cost Principles; 200.416-200.417 - Special Considerations for States, Local Government, and Indian Tribes
Non-profit organization	2 CFR 200 Subpart E – Cost Principles
Institution of Higher Education	2 CFR 200 Subpart E – Cost Principles; 200.418 - 200.419 – Special Considerations for Institutes of Higher Education

   2 CFR 200 can be viewed using the following link:
   http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

3. Detailed Project Timeline(s): Provide a detailed project timeline for completion of each proposed project.

4. Statement of Need: Describe why this project is necessary and include supporting information. Summarize previous or ongoing efforts (of your organization as well as outside organizations) relevant to the proposed work.

5. Project Goals and Objectives: State the long-term goals you want to achieve. Objectives are the specific steps you will take to reach those goals. Your objectives, must be specific, measurable, and realistic (attainable within the period of performance).

6. Priority Listing for Multiple Projects: If multiple projects are being proposed, please provide a listing of the proposed projects in order of priority. For example:

SUMMARY PRIORITY PROJECTS

Priority Project (list in priority order)	*Requested Amount*
1. Priority 1 - Project [Name]	*$*
2. Priority 2 - Project [Name]	*$*
3. Priority 3 - Project [Name]	*$*
Total Request for Fiscal Year 2013	*$*

7. Grant Recipient: Please provide the name, title, and address of the potential grant recipient. Typically, this is the head of the local government or organization.

8. Recipient Grant Manager: Please provide the name, title, and contact information for the person who will be the day-to-day grant manager if the proposal is funded. Contact information should include the mailing address, phone number, fax number and email address (as applicable).

9. Automated Standard Application for Payments (ASAP) Identification Number: Organizations already enrolled in ASAP under Agency Location Code 14010001 should list their ASAP identification number on their application. Please see *Section VI. Fund Disbursement* below for additional information.

C. Required SF-424 Application for Federal Assistance Forms

Applicants must complete and submit three SF-424 forms as part of the application for OIA grants: 1) the SF-424 Application for Federal Assistance; 2) the SF-424A Budget Information – Non Construction Programs, and 3) the SF-424B Assurances – Non-Construction Programs. The SF-424 forms can be found on the Grants.Gov website and are made available as part of the Grants.Gov application process:

https://apply07.grants.gov/apply/FormsMenu?source=agency

V. Grant Reporting

The standard grant reporting requirements are listed below:

- A SF-425 Federal Financial Report and a narrative project status report will be due semi-annually for the periods beginning January 1 and ending June 30, and beginning July 1 and ending December 31.

- Reports are due within 30 days of the end of the period. Final reports are due 90 days after the expiration or termination of the award.

These standard reporting requirements will apply to all awards unless otherwise indicated in the Terms and Conditions section of the award. Additional requirements are assigned on a case-by-case basis and may also be found in the Terms and Conditions section of the award.

VI. Fund Disbursement

Grant recipients located in the U.S. Territories or in the United States will be required to enroll with, and utilize, the U.S. Treasury's Automated Standard Application for Payments (ASAP) system to request payments under a grant. All payments are made via Electronic Funds Transfer (EFT) or Automatic Clearing House (ACH).

Please note that a grantee must be enrolled in ASAP under Agency Location Code 14010001 to have access to OIA grant funds. A grantee that is already enrolled in ASAP with another Federal grant program, such as the U.S. Fish and Wildlife Service, must enroll separately with OIA under ALC 14010001 or it will not have access to the OIA grant.

Organizations already enrolled in ASAP under ALC 14010001 should list their ASAP ID on their applications as noted above in *Section IV(B)(9).*

The ASAP enrollment forms can be found on the OIA website:
http://www.doi.gov/oia/grants.cfm

VII. Agency Contacts
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To learn more about OIA, please visit our website: www.doi.gov/oia